

# Retention and Classification Report

**Agency:** Juvenile Court (First District) (544)

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## **Records Officer**

82982	Expungements
82924	Personnel records

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82982

3

**TITLE:** Expungements

**DATES:** 1988-

**ARRANGEMENT:** Numerical by case file

**DESCRIPTION:**

These are records that have been expunged in accordance with Utah State law.

**RETENTION:**

Retain 28 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 07/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Office for 28 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9), CJA

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82924

3

**TITLE:** Personnel records

**DATES:** i 1957-

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

Contains complete employee personnel documentation. INCLUDES letters of recommendation, resumes, applications, performance review, salary information, and any annual and sick leave taken.

**RETENTION:**

Retain 65 years after separation or retirement of employee

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Microfilm master: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82924

**TITLE:** Personnel records

(continued)

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9) , CJA

**SECONDARY CLASSIFICATION(S):**

Controlled. 17 personal data elements